



**State of New Hampshire Department of Safety**  
**John J. Barthelmes, Commissioner**  
**Kevin P. O'Brien, Assistant Commissioner**  
**Homeland Security and Emergency Management**  
Perry E. Plummer, Director  
Jennifer L. Harper, Assistant Director



October 1, 2015

Dear Emergency Management Partner:

We realize that applying for and receiving funding from the **Emergency Management Performance Grant (EMPG) Program** is not always an easy task. Taking this into consideration, NH HSEM recently put the program through a "Lean" process improvement event with the main goal of enhancing customer service.

The event included participation from prior and current sub-recipients and covered improving processes from submittal of an application through project closeout. We looked at ways to improve efficiency of the submission process, reporting procedures and decision making, removing duplication of efforts and optimizing post-award and closeout actions.

As a result of this event, we are pleased to say that a number of changes were made to simplify the process. Since Lean is based on continuous improvement, we will closely monitor the process to make sure the goals are consistently being met and improved over the long-term.

Please refer to the ***EMPG Program Guidance*** for the State's priorities, compliance requirements and eligible projects. Also, a ***Quick Reference Guide*** has been created that provides a checklist of information needed for an application. It is recommended that you have the referenced information and items readily available electronically as some will need to be uploaded into the application and/or emailed. This guidance along with other supporting documentation and the online application is available on our agency's ***Resource Center*** at: [https://apps.nh.gov/blogs/hsem/?page\\_id=419](https://apps.nh.gov/blogs/hsem/?page_id=419).

If you need assistance applying or have any questions on the EMPG Program, please feel free to contact your assigned HSEM Field Representative at [NHFS@dos.nh.gov](mailto:NHFS@dos.nh.gov).

We are excited about these changes and look forward to assisting your community or agency with funding to enhance your Emergency Management capabilities in a more streamlined approach.

Thank you for your interest in New Hampshire's EMPG Program!

Sincerely,

A handwritten signature in blue ink, appearing to read "Perry E. Plummer".

Perry E. Plummer  
Director